



**STATEMENT OF PROCEEDINGS FOR THE
RETREAT MEETING OF THE
LOS ANGELES COUNTY COMMISSION FOR
WOMEN**

**KENNETH HAHN HALL OF ADMINISTRATION
500 WEST TEMPLE STREET, ROOM 372
LOS ANGELES, CA 90012
<http://LACCW.info>**

Monday, August 13, 2012

11:30 AM

Call to order. (12-3197)

President Ward called the retreat meeting to order at 11:45 a.m.

Present: President Veda E. Ward Ph.D., Vice President Becky A. Shevlin, Treasurer Martha E. Escandón M.B.A., Commissioner Ruth V. Creary Ph.D., Commissioner Reiko Duba, Commissioner Norma L. Gallegos, Commissioner Gerda Govine Ed.D., Commissioner Charlotte Lesser, Commissioner Alice S. Petrossian and Commissioner Olivia G. Rodriguez

Absent: Commissioner Michelle Piñedo

I. ADMINISTRATIVE MATTERS

1. Welcome and Retreat Overview by President Veda E. Ward, Ph.D. (12-3637)

President Ward welcomed and thanked everyone for coming to the retreat and provided an overview of what would be discussed. She highlighted the following for Commissioners' input and discussed what she hopes to accomplish during her tenure as President:

- 1). Overall Organization of the Commission.
- 2). Committee Structure: Simplified from last year. What can be developed over the years? She noted it is important to be thinking about a legislative committee and initiatives that would address concerns of women in the Los Angeles County.
- 3). Development of a Master Calendar to share the Commission's long term vision and information of upcoming events which will be linked to the Commission's website.

President Ward expressed that integration and synergy are important to avoid burnout. She encouraged Commissioners to share their connections in the community; whether it's the schools, faith-based or community-based organizations or other types of issues that will bring an accumulative impact to include in the Annual Report for June 2013.

After discussion, Commissioners were asked to submit their updated bios and information in jpeg or pdf format to staff for updates to the Commission for Women website.

- 2. Discussion of Robert's Rules of Order and Commissioner's Response to the Preliminary Priorities Questionnaire. (12-3638)**

During discussion of Robert's Rules of Order, President Ward reminded everybody about professionalism, integrity and respect during Commission meetings. She thanked Commissioner Creary for providing a simplified version of Robert's Rules of Order.

Ms. Genevieve Clavreul, member of the public, addressed the Commission and commented on the importance of the Brown Act. She had recently attended the District Attorney's State Brown Act training and noted the training could be a good source of reference for Commissioners. She will email a link to President Ward and staff of the training for Commissioners to use as a reference. President Ward thanked Ms. Clavreul for her information.

Vice President Shevlin stated her City Council meetings have a different format. Commissioner Creary asked about Brown Act training for Commissioners. Emma De Jesus, Staff reported there is a Brown Act Workshop available each year. Currently, staff is coordinating a Brown Act training workshop that will be held September 20, 2012. Ms. De Jesus added there are orientations for new Commissioners held quarterly. Staff was then instructed to research and inform Commissioners of required training classes not yet completed.

Commissioner Petrossian offered a suggestion to add a "Roll Call" with "Call to Order", introduction of guests and a Brown Act compliance statement to the agenda. Commissioner Lesser suggested there be a small synopsis of the Commission's Mission Statement also added to the agenda.

The Commission developed the following priorities for consideration.

- 1. Equity**
- 2. Accessibility**
- 3. Networking and Partnership**
- 4. Homelessness and Poverty**
- 5. Health**
- 6. Increase Visibility of the Commission**
- 6. Domestic Violence**
- 7. Commission Ordinance**
- 8. Education**
- 9. Fund Raising**
- 10. Collaboration with other Women's Commission**
- 11. Our Signature**

In considering the priorities, Standing and Ad-Hoc Committees were discussed and members were established as follows:

Standing Committees:

- 1. Health - Commissioners Creary, Lesser and Govine**
- 2. Domestic Violence - Commissioners Rodriguez and Gallegos**
- 3. Education - Commissioners Petrossian and Ward, Ph.D.**

Ad-Hoc Committees:

- 1. Luncheon - Commissioners Escandon and Gallegos**
- 2. Public Relations/Social Media - Commissioners Duba, Govine and Escandon**
- 3. Economic Development - Commissioners Duba, Govine and Escandon**

After further discussion, at the suggestion of Commissioner Petrossian and Commissioner Lesser and the by common consent, there being no objection, the following was approved.

- Commission priorities;**
- Standing Committees;**
- Ad-Hoc Committees; and**
- Additions to the Agenda**
 - 1. Roll Call with Call to Order**
 - 2. Introduction of Guests**
 - 3. Synopsis of the Commission's Mission Statement**

Attachments: [SUPPORTING DOCUMENT](#)
[SUPPORTING DOCUMENT](#)

3. Review and discussion on Commissioners' duties and responsibilities as outlined in the Commission's Ordinance and Statement of Procedures. (12-3640)

During discussion, the Commission focused on their responsibilities as Commissioners.

Commissioners Shevlin and Escandon will submit a slogan, identifying the Commission's goal for the 2012-2013 Fiscal Year at the meeting of September 10, 2012.

After discussion, President Veda E. Ward instructed Commissioners on the Standing and Ad-Hoc Committees to schedule teleconference meetings and report back at the meeting of September 10, 2012, of their Committee Goals and Recommendations for the 2012-2013 Fiscal Year.

Attachments: [SUPPORTING DOCUMENT](#)
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II. REPORT

4. Report and discussion by Treasurer Martha E. Escandon, MBA on the following:
 - a. The County's reporting and accounting process for Commission for Women Trust Fund;
 - b. Budget allocation items; and
 - c. Format of New Quarterly Report spreadsheet (12-3647)

Treasurer Escandon provided a detailed overview of the Treasurer's Report, and highlighted the new allocations format of the Treasurer's Monthly and Quarterly Reports. She stated that she will continue to work closely with staff in order to provide detailed reports that are easily understood, and are more accurate in reflecting account balances.

During discussion, the following amendments to the 2012-2013 Fiscal Year Budget were recommended by Commissioners:

- **The Los Angeles County Department of Public Health/Office of Women's Health - Fall and Spring Conference allocation, will appear on the new Treasurer's report as, Los Angeles County**

Department of Public Health/Office of Women's Health allocation.

- \$2,500 is to be set aside as seed money for the 2013 Women of the Year Awards Luncheon.
- Yearly expenses for Commission events are to be separated from the regular budgeted items, and reflected on separate lines in the Treasurer's report.

After further discussion, the Commission agreed to the following proposed additions to the budgetary baseline allocations for the 2012-2013 Fiscal Year:

- \$500.00 for end of year event;
- \$500.00 for the Commission Retreat;
- \$650.00 for the 2012 Scholarship Program;
- \$2000.00 for the Los Angeles County Department of Public Health/Office of Women's Health events;
- \$2500.00 for the five Supervisorial District Projects; and
- \$23,965.47 is to be included in the Commission's Flexible Spending Account balance.

Following discussion, by common consent, there being no objection, the aforementioned amendments and additions were approved.

Attachments: [SUPPORTING DOCUMENT](#)

III. DISCUSSIONS

5. Discussion of Executive Committee Criteria update on the use of additional funds not included in the Fiscal Year 2010-2011 Commission for Women Trust Fund budget. (Continued from meetings of 07/11/11, 08/08/11, 11/14/11, 01/09/12, 02/13/12, 04/09/12, 5/14/12 and 06/11/12) (11-3206)

During discussion, the allocation of \$31,576.92 was noted to be included in the Treasurer's Report and is part of the Flexible Spending amount balance.

After discussion, by common consent, there being no objection, the item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

6. Discussion on the Los Angeles County Commission for Women Mission Statement. (12-3646)

The Mission Statement was read in to the record by Commissioner Lesser.

After discussion, Commissioners were requested by President Ward to review the Mission Statement for possible changes on the future.

IV. MISCELLANEOUS

Matters Not Posted

7. Matters not on the posted agenda, to be discussed and (if requested) placed on the agenda for action at a future meeting of the Committee, or matters requiring immediate action because of an emergency situation or where the need to take action arose subsequent to the posting of the agenda. (12-3659)

No matters were presented.

Public Comment

8. Opportunity for members of the public to address the Commission on items of interest that are within the jurisdiction of the Commission. (12-3660)

Ms. Genevieve Clavreul addressed the Commission regarding the conflict of interest of the Domestic Violence Executive Director's participation as a Commission member.

Adjournment

9. Adjournment for the Retreat meeting of Monday, August 13, 2012. (12-3661)

The Commission for Women retreat meeting adjourned at 2:34 p.m.